

Charge to the Student Learning Assessment Committee (SLAC)

Updated May 10, 2023

Rationale: Faculty members are responsible for assessing and improving student learning in academic career programs, the general education program and disciplines. Faculty and Instructional Staff are responsible for assessing and improving student learning in co-curricular programs. The SLAC is charged by the Vice President of Instruction and Learning Services with comprehensively overseeing student learning assessment and improvement at Delta College. The SLAC will provide input on the quality of assessment work and make recommendations to improve student learning at Delta College.

SLAC Membership

1. The Coordinator of Program Assessment (Chair of the Student Learning Assessment Committee) (Faculty only)
2. A minimum of seven faculty members with
 - a. one faculty member providing representation from each of the five divisions
 - b. a second faculty representative from the Health and Wellness Division and the Business and Technology Division
3. Faculty member to serve as liaison with the General Education Curriculum Assessment Committee (GECAC)
4. One Associate Dean representative
5. Two co-curricular instructional staff members
 - a. one from an academic co-curricular program
 - b. one from a non-academic co-curricular program
6. An appropriate Dean or Deans– Ex Officio Member(s)
7. The Director of Institutional Research – Ex Officio Member
8. One representative from Counseling – Ex Officio Member
9. Immediate Past SLAC Chair (as needed) – Ex Officio Member

SLAC responsibilities:

1. The SLAC will formally meet monthly (September through April) to review assessment reports.
2. SLAC members serve as a resource team to provide student learning outcome assessment facilitators with guidance to complete annual assessment planning, implementation, subsequent actions to improve student learning, and reporting.
3. Regularly review a sample of student learning outcome documents to generate, update and document activities in Delta College's Outcome Assessment Tracking System (OATS). This includes Program Learning Outcomes (PLO), General Education Learning Outcomes (GELO) which is the responsibility of the General Education Curriculum Assessment Committee (GECAC), Co-Curricular Learning Outcomes (CCLO) and Course Learning Outcomes (CLO) assessment activities.
4. Coordinate with GECAC regarding Delta College's General Education model and assessment projects.
5. Review Delta College's Institutional Student Learning Outcomes model and its impact on student learning outcome assessments.
6. Provide input to inform Delta College's strategic planning, policies, and use of resources.
7. Observe and report assessment trends and issues.
8. Maintain published materials relevant to SLAC.
9. Monitor and coordinate with Associate Deans and Deans the program student learning assessment and improvement participation by appropriate faculty and instructional staff.
10. Provide reports and assistance as required in Accreditation Activities, in Program Review, and for Advisory Committees.

SLAC's Members responsibilities:

1. All Members of SLAC are representatives and campus leaders in assessment. As a representative, each SLAC member has the responsibility to
 - a. Commit to 3 years of service (faculty), 1 year of service (co-curricular), and additional years of service as mutually desired.
 - b. Provide at least one semester notice when planning to transition off the committee to the SLAC Chair and their Associate Dean or Dean.
 - c. Coordinate with their Associate Dean or Dean and the SLAC Chair to identify the division or unit replacement member.
 - d. Attend monthly meetings as scheduled and participate in reviewing student learning program, discipline, and co-curricular assessment reports.
 - e. Serve as a mentor providing resources, support, and encouragement to members of their division or unit as they plan and implement assessment activities in their programs and disciplines.
 - f. Serve as a liaison and share information between the SLAC and their division or department.
 - g. Work with the division Associate Dean to inform and encourage assessment activities as needed.
2. The Coordinator of Program Assessment duties include
 - a. Chair SLAC.
 - b. Serve a term of 3 years (may include one semester as Co-Chair prior to becoming Chair). Renewal may be available for a second term as mutually desired.
 - c. Serve as the past-Chair for a term of one semester after the Chair term is completed (as mutually desired).
 - d. Perform all responsibilities of a committee member.
 - e. Review and provide feedback regarding curriculum actions through the curriculum process.
 - f. Meet regularly with deans and other assessment leadership.
 - g. Coordinate with GECAC for assessment activities in General Education as needed.
 - h. Communicate information discovered through SLAC activities to inform strategic planning, the budget process, and the program review process.

Succession Plan for SLAC Chair

The SLAC Chair is an important position to the student learning assessment and improvement process at Delta College. Therefore, at least two years (but can be sooner) before the current chair finishes their final term, the next chair, a faculty member should be identified from the current membership to begin the preparation and training for the next leadership transition. The SLAC Chair with the appropriate Dean or Vice President of Instruction and Learning Services will coordinate the identification and approval of the next SLAC Chair.

The Committee will be notified of the process. Nominations and recruitment may be made by a SLAC Committee member, the current Chair, and/or appropriate Dean or Vice President. Candidates will be considered by the current SLAC Chair and/or appropriate dean(s). When a candidate has been considered and approved, the candidate will be presented to the SLAC membership, where support and/or concerns can be expressed. Support and/or concerns by SLAC membership will be forwarded to the Vice President of Instruction and Learning Services for consideration and final approval. Either the SLAC membership (through a majority vote) or the Vice President can deny the approval.

The transition will take place over one academic semester. The incoming Chair will serve as Co-Chair of the SLAC during the final semester of the current Chair's term. Minimal release time may be offered to the Co-Chair as he/she is expected to begin taking on responsibilities during this semester. A mentoring relationship is expected from the current Chair to help prepare the Co-Chair to take over the Chair position the following semester. When the Co-Chair begins their term as Chair, the out-going Chair will continue to serve on the committee as Past Chair to mentor as needed for up to one additional semester. Minimal release time may be offered to the Past Chair as he/she may retain responsibilities in this transition semester.